

DRAFT Charter for the MTC Strategic Planning Committee

Introduction

The Multistate Tax Commission (MTC) Strategic Planning Committee was formed under authority of Article VI.2. of the Multistate Tax Compact and bylaw 6(b).

Responsibilities

The primary purpose of the Strategic Planning Committee is to oversee MTC strategic planning and implementation processes. The committee provides insight on short-term and long-term strategies to achieve the mission, vision, and goals of the MTC.

Committee members are not directly responsible for managing project activities, but provide support and guidance to those who do.

Membership and Voting

The Strategic Planning Committee consists of the chairs and vice chairs of the standing MTC committees, the officers of the MTC, and its executive director. The executive director may designate an alternate if necessary. The committee may also appoint past MTC officers who are still active in the work of the MTC and representatives of compact and sovereignty member states to the committee with input from and approval by the Executive Committee.

A quorum requires the presence of a majority of the committee, except that the presence or absence of chairs and vice chairs of the standing MTC committees is not counted in determining any quorum requirement. Each member present is entitled to one vote. Voters may vote yes, no, or abstain. A motion passes when a majority of voters vote in favor. For example, assume 15 people are present and eligible to vote. A vote of 8 yes, 3 abstain, and 4 no means the motion passes. A vote of 7 yes, 4 abstain, and 4 no means the motion does not pass. No voting by proxy is allowed.

Except where inconsistent with the provisions of the Compact or the MTC bylaws and Public Participation Policy, *Mason's Manual of Legislative Procedure* is the parliamentary authority for all meetings of the committee.

Committee Activities

The Strategic Planning Committee meets at the call of the chair, generally at least three times per year. Committee meetings are open to the public and subject to the MTC [bylaws](#) and [Public Participation Policy](#). The committee's primary activities are as follows:

- Develop the mission, vision, values, and goals for the MTC
- Conduct periodic environmental scans to assess internal and external opportunities and challenges that affect the MTC's ability to perform its mission and achieve its long-term vision and goals
- Encourage the development of and charter strategic planning and implementation projects that will help the MTC achieve its vision and goals
- Establish priorities for projects in consideration of MTC staff and financial resource constraints
- Monitor progress of projects that are underway
- Provide guidance and feedback to project teams
- Accept, review, and approve project deliverables
- Report on project progress to the Executive Committee
- Communicate with the states, taxpayers, and the public about the MTC's strategic planning efforts
- Monitor performance and ongoing effectiveness of completed project deliverables
- Provide leadership within the MTC to advocate for the use and institutionalization of strategic planning practices

Governance

The chair of the committee will be selected from its members (except the executive director). The chair will guide the work of the committee. The executive director will serve as the vice chair of the committee. Each year, in conjunction with the annual meeting of the MTC, the committee will affirm its membership and designate a chair. The

chair and vice chair will assist MTC staff in planning and carrying out the activities and functions of the Strategic Planning Committee and the chair may appoint committee members to assist or serve in such other functions as necessary to carry out its responsibilities or activities.

Amendments

The committee will review this charter every year during the annual meetings of the MTC and may adopt policies consistent with this charter to guide the performance of its duties and responsibilities. The committee may, with the approval of the Executive Committee, amend this charter. See Article VI, paragraph 2(b) and (c), of the Compact, and bylaw 6(b).

Approved by the Executive Committee (date).